

## **Accountant**

### **Job Duties/Responsibilities:**

Prepare income and balance sheet statements, bank reconciliation, and other accounting reports for Corporate fee account. Review and verify accuracy of journal entries and provide support with month-end closing. Maintain employees and review timesheets in Electronic Timesheet system. Process benefit payment invoices.

### **Minimum Qualifications/Skills Requirements:**

- 1- BBA- Accounting
  - 2- General Accounting experience including income statement/balance sheet transactions
  - 3- Experience with general ledger account reconciliation
  - 4- Knowledge of Microsoft Excel and Word software
  - 5- Experience using Quickbooks Accounting software
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